

POSITION DESCRIPTION

VILLAGE OF WHITEHOUSE

An Equal Opportunity Employer

Job Title: **OFFICE ASSISTANT**

Department: Administration

Pay Grade:

Hourly ☒ Salary ☐

Non-Exempt ☒ Exempt ☐

Immediate Supervisor: Deputy Administrator, COO

Positions Supervised: None

Summary of Duties: Under the supervision of the Deputy Administrator, is responsible for answering the telephone, helping walk-ins, managing office supplies, maintaining ordinances and resolutions, filing, and Equipment Inventory Programs. Provides assistance to the Administrative and Public Service Department Staff.

Typical Duties:

1. Answer telephone and assists callers with various questions and requests or routes calls to proper individuals and takes message.
2. Inventory, maintain, and order office supplies and forms.
3. Sorts and distributes mail.
4. Primary assistant to the Director of Public Service in the productions of clerical and special project tasks.
5. Processing of requisitions in the computer for purchase orders, print and mail to vendors.
6. Backup for Utilities Clerk with making copies for Council packets.
7. Files, scans and maintains a manual log of Ordinances and Resolutions.

Office Assistant
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8. Opens Tax Mail, date stamps paperwork, records checks and reconciles receipts with paperwork.
9. Scans Tax Documents into Tax Program. (If needed)
10. Assists Tax Commissioner (or designee) in auditing and entering tax returns. (If needed)
11. General filing for the Administrator and Deputy Administrator and maintains files in the file room.
12. Maintains copy machine and petty cash fund.
13. Filing of periodicals. Ex. FLSA Updates, ADA Updates. (as needed)
14. Responsible for Records Retention and Inventory Records.
15. Backup to the front office staff members in their absence.
16. Backup in the Finance Program primarily in the tasks of entering payments, council bills, running checks and bank transfers.
17. Assists the Utility Clerk with building permits, and scheduling of inspections.
18. Backup to the Utility Program primarily in the tasks of receipts and water billing.
19. Backup to Accounting Specialist for daily backup of the administrative servers.
20. Assumes the general duties of the Utilities Clerk in his/her absence.
21. During the absences and peak workloads associated with the Administrator's, Deputy Administrator's, Utilities Clerk's, and Accounting Specialist's job responsibilities will temporarily assist in performing a portion(s) of their job functions.
22. Other duties as assigned by the Deputy Administrator.

Office Assistant
Job Description

Qualifications, Education and Experience Required:

Although this position does not necessarily require a formal education or degree, the person performing this job is required to have a working knowledge of accounting functions. They must also have very strong communications skills, both written and verbal. They must be able to interact well with people both inside and outside the Village organization. This is a very visible position, and this person is often put into the situation of being able to create a good impression of the Village as a whole. This person must be very detailed-oriented. They must be able to complete entire processes accurately, with a minimum of supervision.

The duties and responsibilities, which are set forth in this document, are described to meet the general requirements of the position and are not an all-inclusive list. Therefore, additional duties may be assigned as needed. The Village of Whitehouse is an equal opportunity employer, which does not discriminate on the basis of race, creed, color, age, sex, handicap, religion or national origin.

Applications will be accepted until the end of the business day on June 9th, 2023.